

**ADAMS COUNTY
PLANNING AND ZONING DEPARTMENT**

P. O. Box 187
Friendship, WI 53934

www.co.adams.wi.gov

Phone: (608) 339 - 4222

Fax: (608) 339 - 4504

APPLICATION FOR MODIFICATION

FEE: \$300.00⁽¹⁾

The following is a review of the overall procedure involved in applying for a Modification. This review is not meant to be all-inclusive for all cases, but will provide an idea of what processes and materials are needed to successfully complete your Modification request. If you have questions involving your individual request, please contact the Planning & Zoning Department Office between 8:00 a.m. and 4:30 p.m.

Contained in this packet should be the following items:

- A Modification Application form
- A Request for Town Participation form
- A Modification Application Data form

The Modification application must be completed and submitted to the Planning & Zoning Office before a public hearing date can be scheduled. To expediting the process, the Planning & Zoning Department will allow applicants to be placed on the County Planning & Development Committee hearing agenda before they meet with the Town. However, the Department must have the completed Town Participation Form prior to the hearing at the County. ⁽¹⁾If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee. Public hearings are scheduled on a first come, first served basis and are held at the Adams County Courthouse as the Planning & Development Committee may determine. The Planning & Zoning Department staff will answer questions about the application, but the staff cannot be responsible for any defects that may arise in your application nor provide you with legal advice.

APPLICANT REQUIREMENTS & PUBLIC HEARING INFORMATION

On the MODIFICATION APPLICATION form under **Property Location**, the complete legal description of the property must be listed. This legal description can be obtained from the following: (1) Property tax bill (2) Plat of Survey (3) Title policy.

The application must be signed by all property owners of record. If an agent is to sign the application, written proof of authority is required to accompany the application. If the property is in a Trust, the Trustee must sign the application, provide proof of authority and the names and addresses of all those with a beneficial interest in the Trust. If needed, obtain a **TRUST INFORMATION form** the Planning & Zoning Department. The application must be complete including an address and phone number where someone can be reached for questions or information.

Public hearing before the Planning and Development Committee:

At the public hearing, the petitioner will be required to make a presentation pursuant to the items listed below. The Planning and Development Committee does not require that the petitioner have an attorney; however, they may be represented by one if they wish. This presentation can be of any length and can involve any additional materials that are relevant to the petition. The Planning and Development Committee does request that all presentations be kept as short as possible and also wishes to inform the petitioner that any materials presented as evidence to the Planning and Development Committee will be kept permanently with the petition.

Public Hearing Presentation: Items to be addressed at the public hearing are listed below:

- Petitioner, person's attorney or agent must attend the public hearing and present testimony.
- All petitioner's exhibits will be marked and retained by the Planning and Development Committee.
- The order of presentation will be:
 - (1) - Planning & Zoning staff findings
 - (2) - Petitioner
 - (3) - Persons appearing in support
 - (4) - Persons appearing in opposition
- Rationale for zoning relief must be given in narrative form by the petitioner. Provide information that the proposed Modification and associated structures will not be hazardous, harmful, offensive, or otherwise adverse to the general welfare of the community.

All questions arising from the public shall be directed to the Planning and Development Committee Chairperson.

Decisions: Assuming no problems, after the Public Hearing the Planning and Development Committee will announce their decision.



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MODIFICATION APPLICATION

FEE: \$300.00⁽¹⁾

Office use:

File # _____ Date received _____
Fee \$ _____ Total acres _____
Comp. # _____ Parcel # _____
County Zoning: _____ SPO Zoning: _____
FIRM/Flood Study: _____ Airport: _____

Applicant:

Name of Owner _____

Mailing Address _____

Phone _____

Property Location:

_____ 1/4 _____ 1/4 Sec. _____ T _____ N R _____ E

Lot _____ Block _____ Addition _____

Subdivision or CSM _____

Address _____

Town of _____

Ordinance reference and reason for request:

Section _____ of the Adams County Land Division Ordinance cannot entirely be satisfied because _____

Modification requested:

In lieu of complying exactly with the rule, the following alternative is proposed: _____

IMPORTANT: Attach plot plan or location sketch **{7 copies}** showing the location, boundaries, uses and sizes of the following applicable items: subject site, existing and proposed structures, all structure setbacks {current & proposed}, sanitary system, utilities, parking areas, property drainage, proposed excavation and / or filling, street rights-of-way, easements, driveways, trees 6 inches or greater in diameter at waist height, and all other pertinent features.

The undersigned hereby applies for the ordinance change requested above and states that the information on this application and the attached plot plan are accurate.

⁽¹⁾If the Town Participation Form is not provided for the hearing and the request is tabled as a result, the applicant shall pay another application fee.

Signature of landowner

Date _____

Office notes: _____

ADAMS COUNTY PLANNING & ZONING DEPARTMENT
REQUEST FOR
TOWNSHIP PARTICIPATION

IMPORTANT NOTE:

Wisconsin Statute 66.1001(3) ACTIONS, PROCEDURES THAT MUST BE CONSISTENT WITH COMPREHENSIVE PLANS. Beginning on January 1, 2010, if a local governmental unit engages in any of the following actions, those actions shall be consistent with that local governmental unit's comprehensive plan:

- Official mapping established or amended under s. 62.23(6).
- Local subdivision regulation under s. 236.45 or 236.46.
- County zoning ordinances enacted or amended under s.59.69.
- City or village zoning ordinances enacted or amended under s. 62.23 (7).
- Town zoning ordinances enacted or amended under s. 60.61 or 60.62.
- Zoning of shorelands or wetlands in shorelands under s. 59.692, 61.351 or 62.231.

THE TOWN BOARD OF THE TOWN OF _____

_____ **DOES NOT OBJECT** _____ **OBJECTS**

TO THE REQUEST FOR _____ TO BE GRANTED A:
(NAME)

REQUEST TYPE:

BRIEF DESCRIPTION OF REQUEST:

_____ REZONE.....
_____ CONDITIONAL USE.....
_____ VARIANCE.....
_____ SPECIAL EXCEPTION.....
_____ MODIFICATION.....

FOR THE PROPERTY DESCRIBED AS FOLLOWS: _____

REASON(S) FOR THE TOWN BOARD DECISION: _____

TOWN CLERK

CHAIRPERSON

SUPERVISOR

SUPERVISOR

SUPERVISOR

SUPERVISOR

DATE: _____

APPLICANT: To get this form completed, request from the Town to be placed on their Board Meeting Agenda. To ensure that the Planning & Zoning Committee or the Board of Adjustment makes a prompt decision on your request, be sure to return this completed form with your application.